



City of Austin - JOB DESCRIPTION



Administrative & Finance Manager

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| FLSA: | Standard/Exempt | EEO Category: | (20) Professionals |
| Class Code: | 10195 | Salary Grade: | AC6 |
| Approved: | March 01, 1999 | Last Revised: | January 30, 2008 |

Purpose:

Supervise and coordinate activities of a division for management support. Perform generalized financial, administrative and human resource functions and provide technical and managerial support to functional divisions in the department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Review and evaluate financial and accounting documents, reports and statements to ensure accuracy, completeness and compliance with generally accepted accounting principals.
2. Manage the development and implement departmental accounting systems.
3. Formulate departmental policies and operating procedures.
4. Plan methodology, scope of various projects and program activities.
5. Conduct statistical analysis and write technical reports summarizing project findings.
6. Evaluate program effectiveness and efficiency to meet departmental business goals.
7. Write contract and bid specifications and monitor services to ensure compliance with contractual obligations.
8. Oversee the design of visual presentation materials, including charts and graphs to accompany reports.
9. Manage the preparation of five-year financial forecast for various revenue accounts.
10. Develop performance job tasks, evaluate job performance and recommend appropriate actions to correct performance deficiencies.
11. Develop departmental budget and track expenditures.
12. Coordinates all human resource activities for department to include, employment, employee relations, and benefits.
13. Assess departmental automation requirements and works closely with in-house information technology staff to accommodate departmental needs.
14. Represent department at meetings with State agencies, government officials, vendors and other City departments or the general public.

Responsibilities - Supervisor and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of bookkeeping procedures.
- Knowledge of the preparation process for financial statements in conformity with accepted auditing standards and accounting principles.
- Knowledge of financial reporting concepts and preferred business practices.
- Knowledge of supervisory and management techniques.
- Knowledge of the concepts for review and evaluation of internal control systems and auditing procedures.
- Knowledge of specialized industry accounting practices and procedures.
- Knowledge of internal control systems used for general accounting principles.
- Skill in establishing and maintaining good working relationships with other City employees and the public.
- Skill in analyzing, preparing, checking and balancing routine fiscal transactions and accounts.
- Skill in processing large volumes of numerical data.
- Skill in designing and maintaining complex spreadsheets and data bases utilizing word processing software.
- Skill in effective oral and/or written communication.
- Skill in analyzing and interpreting financial records.
- Skill in resolving problems or situations requiring the exercise of good judgement.
- Skill in analyzing complex financial data and proposing viable solutions.
- Skill in the use of mathematics in forecasting trends, cash flows, revenues and expenses.
- Skill in the application of cost benefit analysis, present value theory and computer fundamentals.
- Skill in determining needs and gathering, analyzing and presenting data to provide accurate information for management's use.
- Skill in anticipating and accurately predicting the results of alternate courses of action.
- Skill in compiling division reports.
- Skill in preparing accurate and complex financial statements.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field related to Business Administration or Public Administration, plus five (5) years of administrative/management experience in program management or coordination.
- Masters degree may substitute for experience up to 2 years

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.